

Reserve a Meeting Room

The library has three rooms that may be reserved in advance: the Community Room, the Meeting/Conference Room, and Study Room 1. The rooms are only available during the hours that the library is open. Recurring requests are not accepted so we can keep spaces available for library programs and other patrons.

Study Room 2 can only be reserved for same-day use. It may be requested either online or in-person at the reference desk.

Please read the entire room policy before submitting your reservation request. Activities in the rooms must not be disruptive to others in the building. Rooms must be left in the same condition in which they were found, including the placement of chairs and tables.

All patrons who reserve a room at the library must have a LINCC library card in good standing.

Community Room

- Please read the entire Room Policy before submitting your reservation request.
- This room is intended for larger events and presentations. Those seeking space for small meetings should place a request for the Meeting Room.
- The room is available during regular library hours. Use of the room must end at least 30 minutes prior to closing.
- Reservation requests should include set-up and clean-up time.
- The maximum (standing room) capacity of the room is 186 people.
- The room features 84 chairs, 12 tables, a ceiling-mounted projector with a screen and HDMI for computer connections, a lapel mic, and Wi-Fi. We do not provide adapters or a laptop. If you wish to use any of our AV equipment, you must make an appointment to come in before your event for training on how to use it.
- Organizations may serve light refreshments but must dispose of all food and trash after the event.
- The room is not available for private functions, such as parties, showers, and celebrations.
- Reservation requests for the Community Room must be submitted at least two weeks in advance and may be submitted up to 60 days in advance.
- The person or group making the reservation must be 18 or older and have a regular-status LINCC library card in good standing.
- Due to high demand, reservations cannot exceed three hours in length per day.

Meeting/Conference Room

- Please read the entire Room Policy before submitting your reservation request.
- This room is intended for small meetings and programs and is not intended for recurring use.
- The room is available during regular library hours. Use of the room must end at least 15 minutes prior to closing.
- The room has a maximum capacity of 18 people and features a small conference table with 10 chairs, a large-screen television with presentation capabilities, and Wi-Fi. We do not provide a laptop.
- Reservation requests for the Meeting Room must be submitted at least two weeks in advance and may be submitted a maximum of 60 days in advance.
- The person or group making the reservation must be 18 or older and have a LINCC library card in good standing.
- Due to high demand, reservations cannot exceed two hours in length per day.

Study Rooms

- The study rooms are intended for small group meetings or quiet study and are not intended for recurring use.
- The rooms are available during regular library hours. Use of the rooms must end at least 15 minutes prior to closing.
- Each room seats up to 4 people and features a small table with chairs and Wi-Fi.
- **Study Room 1** may be reserved online. Reservation requests must be submitted at least one day and no more than two weeks in advance.
- **Study Room 2** can only be reserved for same-day use. You may reserve it online or in-person at the reference desk.
- You must be 14 years or older and have a LINCC library card in good standing to reserve either room.
- Due to high demand, study room use cannot exceed two hours in length per day.

To submit your online room reservation requests:

Fill out the online form on the Library's website. You will receive an email response stating whether or not the room is available for your use within 3-4 days.

Community and Meeting Room Priorities:

Priority is given to programs administered or sponsored by the Library or by the City of Milwaukie. A library program is any event which promotes library purposes and involves library staff in its organization, promotion, presentation, or payment of presenters. These programs have precedence over other meetings, and groups may occasionally be notified to reschedule their meetings to avoid a conflict.

The library meeting rooms are available for use by non-profit community groups and organizations that aim to promote the educational, cultural, intellectual, social, or civic betterment of the community. Groups and individuals are not permitted to use the rooms for profit. The use of all rooms is at the discretion of the Library Director or designated library staff.

The Ledding Library reserves the right to reschedule, cancel or change facility use arrangements when deemed necessary. The library also reserves the right to deny or cancel any reservation if there is any misrepresentation of the applicant's non-profit status or other material misrepresentation.

Use of Library Rooms when not reserved:

When not reserved or otherwise in use by library staff, the Community Room will be open to the public during regular library hours. The doors to the Community Room will remain open, and any community member may use the room for reading, quiet conversation, or study.

When not reserved, the Meeting Room, Study Rooms 1 and 2 will remain available for same-day use.